



STAFF REPORT
5/10/2023

TO: Honorable Mayor and City Council Members

FROM: Celina Jimenez, Economic Development Director
Gabriel Perez, Development Services Director

SUBJECT: Authorize the City Manager to Execute a Letter of Agreement with CannaBiz Consulting Group for Cannabis Social Equity Consulting Services in a Not-to-Exceed Amount of \$50,000

STAFF RECOMMENDATION:

Staff recommends that the City Council consider authorizing the City Manager to execute the attached Letter of Agreement with CannaBiz Consulting Group, in a not-to-exceed amount of \$50,000 for the provision of cannabis technical assistance services.

BACKGROUND:

On May 13, 2021 the City Council approved a consulting agreement with CannaBiz Consulting Group for the “2020 Cannabis Consulting Services” in the amount of \$25,000. The major tasks of the Agreement included staff assistance services for the following tasks:

- Creating and processing a merit-based review program for new retail cannabis – round #2 applicants.
- Assist in preparing scoring sheets and finalized scoring criteria and related print material.
- Establish an internet portal for applicants submitting new Applications.
- Establish regular communication with applicants as a City staff liaison.
- Develop clear forms and transparent procedures for applicants, on an Internet portal.
- Maintain all Application records and make them available to the public.
- Incorporate the City’s Cannabis Social Equity policies for applicants.

The consultant’s work was authorized by staff to be augmented in late 2020 to include additional tasks related to the City’s social equity program, applicant verifications, and technical assistance, and there were cannabis appeals meetings held in early 2021 that require extending the term of the Agreement. Accordingly, staff is recommending initiation of a new Agreement with CannaBiz Consulting Group until October 31, 2024.

DISCUSSION/ANALYSIS:

Attached to this staff report is a document entitled Letter of Agreement that will include a termination date of October 31, 2024 and include the following tasks:

- *Amend the Social Equity Assessment Report*
- *Improve the Social Equity Program*
- *Conduct Operational Workshops*
- *Provide technical assistance hours to CSEP Licensees*
- *Provide assistance to City Staff*

The CannaBiz Consulting Group Agreement will qualify for grant funding under California Bureau of Cannabis Control (BCC) social equity grant. The city currently has \$50,000 of grant funds that can be used for technical assistance services.

ALTERNATIVES:

1. Authorize the City Manager to Execute a Letter of Agreement with CannaBiz Consulting Group for the Provision of Cannabis Social Equity Consulting Services in a not-to-exceed Amount of \$50,000
2. Not Authorize the City Manager to Execute a Letter of Agreement with CannaBiz Consulting Group for the Provision of Cannabis Social Equity Consulting Services in a not-to-exceed Amount of \$50,000

FISCAL IMPACT:

The Agreement with CannaBiz Consulting Group will be paid out of existing GO-Biz Cannabis Grant funding. The City was awarded \$50,000 for this provision of service.

ATTACHMENTS:

1. Agreement with CannaBiz Consulting Group
2. CannaBiz Consulting Group Proposal
3. Former Agreement with CannaBiz Consulting Group